**Discovering the Identities of the COLON - Answer Key**

**CONNECTOR**

Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

**Examples:**  
*Erik enjoys reading: novels by Kurt Vonnegut are among his favourites.*  
*Garlic is used in Italian cooking: It greatly enhances the flavour of pasta dishes. It also enhances the flavor of eggplant.*

**ORATOR**

Use the colon to introduce a direct quotation that is more than three lines in length. In this situation, leave a blank line above and below the quoted material. Single space the long quotation. Some style manuals say to indent one-half inch on both the left and right margins; others say to indent only on the left margin. Quotation marks are not used.

**Example:**  
*The author of Touched, Jane Straus, wrote in the first chapter:*

*Georgia went back to her bed and stared at the intricate patterns of burned moth wings in the translucent glass of the overhead light. Her father was in “hyper mode” again where nothing could calm him down.*

*He’d been talking nonstop for a week about remodeling projects, following her around the house as she tried to escape his chatter. He was just about to crash, she knew.*

**LISTER**

**Rule 1**

Use the colon after a complete sentence to introduce a list of items when introductory words such as namely, for example, or that is do not appear.

**Examples:**  
You may be required to bring many items: sleeping bags, pans, and warm clothing.  
Marley wants the following item to make coookies: butter, sugar, and flour.  
Rosalie wants an assistant who can do the following: (1) input data, (2) write reports, and (3) complete tax forms.

**Rule 2**

Capitalization and punctuation are optional when using single words or phrases in bulleted form. If each bullet or numbered point is a complete sentence, capitalize the first word and end each sentence with proper ending punctuation. The rule of thumb is to be consistent.

**Examples:**

I want an assistant who can do the following:(a) input data,(b) write reports, and(c) complete tax forms.

The following are requested:(a) Wool sweaters for possible cold weather.(b) Wet suits for snorkeling.(c) Introductions to the local dignitaries.

**OR**

The following are requested:  
(a) wool sweaters for possible cold weather  
(b) wet suits for snorkeling  
(c) introductions to the local dignitaries

**OPENER**

Use the colon to follow the salutation of a business letter even when addressing someone by his/her first name. Never use a semicolon after a salutation. A comma is used after the salutation for personal correspondence.

**Example:**  
*Dear Ms. Rodriguez:*

**NOT JUST A TIMEKEEPER!**

Source: GrammarBook.com (January 22, 2012). Colons. Retrieved from <http://www.grammarbook.com/punctuation/colons.asp>